

Vacancy Announcement

Bank Division Administrative Coordinator

The Department of Financial Institutions is seeking qualified applicants for the position of **Bank Division Administrative Coordinator**. This executive service position will coordinate and ensure that all administrative, data management and records retention job responsibilities for the Bank Division are completed in compliance with statute, division policy and procedure and per established deadlines. The bank division is experiencing growth and expansion in its regulatory responsibilities and may afford the right person in this position career development and growth opportunities as well. This position is based in our Nashville Office in the Tennessee Tower, scheduled to work Monday through Friday, 8:00 AM to 4:30 PM and is critical to the coordination, maintenance and management of all division records, files and databases. Salary range for the position is \$3229.00 to \$5812.00 per month.

Minimum Qualifications:

Graduation from an accredited college or university with a bachelor's degree and experience equivalent to five (5) plus years of increasingly responsible full-time professional administrative experience; qualifying full-time increasingly responsible professional administrative experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years; additional graduate coursework in public administration, business administration or other acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.

Additional Requirements:

The qualified person for this position will be able to demonstrate their ability to work independently and as part of a team; proficient working knowledge of Microsoft Word, Excel and PowerPoint; strong organizational skills with ability to multi-task and prioritize work to meet deadlines; strong written communication skills and interpersonal skills; integrity and trust; approachability; Edison experience (preferred); process management; ability to maintain confidentiality; professional demeanor; time management skills.

Position Responsibilities (may include but are not limited to):

1. Provide day-to-day supervision of bank division Administrative Assistant
2. Coordinate and manage bank division imaging program and ensure accuracy
3. Coordinate and ensure the timely final processing and dissemination of bank division Reports of Examination
4. Exam Call (bank division database) data entry for examinations and applications
5. Fee/check handling and oversight
6. FDIC RADD mail box monitoring
7. Verify examination structure data with existing department data for consistency and perform follow up with banks and/or trust companies, if needed, to confirm information;

make any updates necessary as a result of the confirmation in the TDFI data base; alert the CA for Applications if there are issues that cannot be confirmed for further instructions

8. Records Retention Coordinator for bank division in compliance with state RDAs
9. Coordinate special projects for the bank division and ensure completion by established deadlines
10. Ensure general administrative support is provided for bank division staff, including Assistant Commissioner, Chief Administrators, Analysts, and other staff as needed (i.e. copying, filing, drafting correspondence, etc.)
11. Coordinate and disseminate Incoming mail and ensure outgoing mail sent out daily
12. Ensure bank division reception line answered during business hours
13. Coordinate and ensure Tennessee Secretary of State filings with the Applications and Trust Sections of the Bank Division
14. Meeting coordination and preparation for Assistant Commissioner, Chief Administrator and other division leadership as requested and management of division WebEx and Bridgeline
15. Prepare and/or submit conference registrations and/or travel arrangements for Assistant Commissioner, Chief Administrator and other division leadership as requested
16. Track and coordinate renewal of licensing of BIDCOs, 607(d) approval listing for applications, expanded activity listing for applications, assistance in creating SAER pages for FRB examinations
17. Additional administrative and data management duties as assigned

Deadline to Apply: Close of business October 31, 2019

Submit Resume and Salary Requirements To: Leslie Yanez, Human Resources Director via email at leslie.yanez@tn.gov

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.